

2006 Virginia Aviation Conference

You are cordially invited to exhibit your products or services at the 33rd Annual Virginia Aviation Conference scheduled for August 23-25, 2006 at the Hotel Roanoke & Conference Center, in Roanoke, Virginia.

This meeting of airport managers, sponsors, consultants, government officials and others with an interest in aviation in Virginia features a Virginia Aviation Board Meeting, special speakers, exhibitors, and the Virginia Aviation Awards banquet which honors those who have made significant contributions to aviation in Virginia.

The Virginia Aviation Conference is sponsored by the Virginia Department of Aviation, Virginia Aviation Board, Virginia Airport Operators Council, and Virginia Aviation Business Association.

We hope that you will choose to exhibit with us in Roanoke!

Tentative Agenda:

Tues., Aug. 22, 2006

1:00 p.m. Golf Tournament (Hanging Rock Golf Club)

Wed., Aug. 23, 2006

7:30 a.m. Continental Breakfast begins
8:00 a.m. Registration Desk Opens
8:30 a.m. Welcome and Opening Remarks
9:30 a.m. Keynote Speaker
10:30 a.m. Morning Break with Exhibitors
11:00 a.m. FBO Services: How the Best FBO's Satisfy their Customers
12:00 Noon Lunch with Speaker
1:30 p.m. Virginia Aviation Board Meeting
1:30 p.m. Latest Updates/Changes to the Security Program (Breakout)
2:30 p.m. Afternoon Break with Exhibitors
3:00 p.m. Aviation Insurance: Questions You Should Be Asking (Breakout)
3:00 p.m. Automatic Dependent Surveillance Broadcast: The Experiment Comes of Age
4:00 p.m. VAOC General Membership Meeting
6:30 p.m. Consultants Reception
7:30 p.m. Virginia Aviation Awards Banquet

Thurs., Aug. 24, 2006

7:00 a.m. 5K Run/Walk
7:45 a.m. Continental Breakfast
8:00 a.m. Registration Desk Opens
9:00 a.m. Virginia Aviation Board Meeting
9:00 a.m. Revitalizing Aviation
10:00 a.m. Morning Break with Exhibitors
10:30 a.m. Aviation Education (Breakout)
Afternoon Boxtree Lodge Activities and Reception

Fri., Aug. 25, 2006

7:45 a.m. Continental Breakfast
9:00 a.m. Virginia Aviation Board Meeting
12:00 Noon Conference adjourns

What Do I Wear? Business Casual is appropriate for meetings. The Aviation Awards Banquet Wednesday evening is Business Dress. Thursday Afternoon Activities are casual.

Exhibitor Information

Exhibit Hours

On Wednesday, the Exhibit Area will open at 7:30 a.m. and close at 5:00 p.m. On Thursday, the Exhibit Area will open at 7:45 a.m. and close at noon.

Refreshment Breaks

Continental breakfasts and refreshment breaks will be held in the exhibit area to encourage traffic.

Installation and Dismantling

Cartons and packages should be shipped to arrive at the hotel not earlier than two weeks prior to the Conference. In addition to mailing information, on your shipping label please place: 1. Virginia Aviation Conference, 2. Your name, 3. Company Name, 4. Date of Function (Aug. 23-25, 2006), and 5. Hold for Arrival. Exhibit setup will take place Tuesday from 1:00 p.m. - 5:00 p.m. Dismantling will take place Thursday from 1:00 p.m. - 11:00 p.m. (Contact conference coordinator for exceptions).

The hotel address is:

The Hotel Roanoke & Conference Center
110 Shenandoah Avenue
Roanoke, VA 24016

Exhibit Space Layout

Each exhibit space will include one 6 ft. draped table. The floor is carpeted. Free-standing exhibit panels may be placed behind the table providing that they are not significantly wider than the table. Electricity and phone lines will be arranged individually. A form is included to allow exhibitors to order these services.

Exhibit Space Assignment

Exhibit spaces will be assigned based on table, electrical, and phone line requests.

Exceptional Requests

If your display has any special requirements: for example, high power usage, older computer equipment which may not be compatible with the phone system, or large product demonstrations, please notify us.

Signs and Banners

No signs, banners, or other items, which could potentially damage a wall, may be affixed without obtaining prior permission.

Security

It is recommended that you not leave valuables (laptop computers, etc.) unattended in the exhibit hall during the day. While the exhibit hall will be locked in the evenings, it is still recommended that valuables not be left in the hall overnight. The Virginia Department of Aviation or Hotel Roanoke & Conference Center will not be responsible for lost or stolen items.

Guest Speakers



Traver Gruen-Kennedy
Vice President, Community and Government Affairs



Charlie Thompson
Aviation Humorist

For more information about the 2006 Virginia Aviation Conference contact Betty Wilson, Conference Coordinator, at (804) 225-3783, ext 107.

Visit the Virginia Department of Aviation's web site (www.doav.virginia.gov) for the most up-to-date Conference schedule information.



Exhibitor Registration Form

33rd Annual Virginia Aviation Conference

Date: _____

Please register me for the Virginia Aviation Conference to be held at the Hotel Roanoke & Conference Center, Roanoke, VA.

1. Registration

- ☐ Exhibitor Fee (deadline July 24, 2006)
One full conference registration is included. Additional persons staffing exhibit tables require regular registrations.

Cost
\$325.00

How Many

Amount
\$ _____

- ☐ Regular Conference Registration

\$165.00

\$ _____

2. Extra Meals (for guests)

- ☐ Wednesday Lunch
☐ Wednesday Banquet

\$23.00
\$38.00

\$ _____
\$ _____

3. Event Selection

- ☐ Consultants Reception (Wednesday) _____
☐ Activities & Reception (Thursday) _____

4. Checklist for Table, Electricity, Phone Lines, etc.

- ☐ Electricity, Phone Line, Internet Access Request Completed and Submitted _____
☐ Golf Tournament - 5K Run/Walk Application Forms Submitted

5. Contact Info (Please Print Clearly)

- ☐ 6ft. Table _____ ☐ No Table (free-standing panels) _____

Name: _____ E-Mail: _____

Preferred Name for Badge: _____ Phone Number: _____

Title: _____ FAX Number: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____ I plan to arrive by _____ car _____ airplane

Contact Person/Telephone Number: _____

Is this your first Virginia Aviation Conference? Yes _____ No _____ If not, how many Conferences have you attended? _____

What products/services will you be displaying at your booth? _____

Describe your exhibit -- tabletop or free-standing, etc. _____

6. Payment Info

- ☐ Check made out to **Virginia Aviation Conference Fund** enclosed for \$ _____ (Credit cards cannot be accepted for payment.)

7. Send in Your Registration

- ☐ Mail this form and your check to: Virginia Aviation Conference, 5702 Gulfstream Road, Richmond, Virginia 23250-2422.

DOAV Use:

Paid: _____ check _____ cash Date: _____ Amt: _____ Receipt Number: _____
Initials: _____

Reservation Request
VA AVIATION CONFERENCE
Tuesday, August 22 – Friday August 25, 2006

RESERVATION DEADLINE: Monday, July 24, 2006

Reservations received after the above cut-off date or after the group block is full
will be honored on a rate and space available basis only.

Reservations may be made by **calling**:
The Hotel Roanoke & Conference Center directly at 866-594-4722
Be sure to ask the agent for the:
Aviation Conference

You may also **mail** this form directly to:
The Hotel Roanoke & Conference
Center
110 Shenandoah Avenue
Roanoke, VA 24016
Attn: Reservations Department

Or **fax** this form to:
Reservations Department at 540-853-8264

Rates: **\$ 69.00 per room, per night Single Occupancy**
\$ 89.00 per room, per night Double Occupancy
Add 11.5% tax.

Check-in time is after 4:00 p.m.
Check-out time is before 11:00 a.m.

In making your reservation, The Hotel Roanoke & Conference Center requires that you either:

- (1) Enclose a check or money order equal to first night's rate, plus 12% (please, no cash)
- (2) Send the entire number of your following credit card: AMERICAN EXPRESS, DINERS CLUB, VISA, MASTERCARD, CARTE BLANCHE, or DISCOVER. Please include the expiration date and your signature.

The Hotel Roanoke & Conference Center regrets that it cannot guarantee your reservation without one of the above. Deposits will be refunded only if cancellation notice is given prior to 4:00 p.m. on the day of arrival. (Please record your cancellation confirmation number).

If more than one room, please:

- a) enclose list of names/addresses, indicating which guests share room.
- b) indicate how advance deposit should be divided (if applicable).
- c) indicate how final payment will be made (one or more payments).

FORM TO BE COMPLETED - PLEASE PRINT OR TYPE

Name: _____ Group: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (Day) _____ (Evening) _____

Arrival: Date _____ Time _____ Departure: Date _____ Time _____

Number of Rooms: _____ Names for Each Room: _____

Number of People in Each Room: Adults _____ Children under 18 _____ Number of People Sharing Room: _____

Special Requests: (NOT Guaranteed) _____ One Bed _____ Two Beds _____ Smoking _____ Non-Smoking
_____ Handicapped Accessible

Check or Money Order Enclosed - Amount \$ _____ Credit One Room _____ Credit evenly among All Rooms

____ AMEX _____ CARTE BLANCHE _____ DINERS CLUB _____ DISCOVER _____ MASTERCARD _____ VISA

Card Number _____ Expiration Date _____

Signature _____ Today's Date _____

A confirmation number will be mailed to you.

2006 Virginia Aviation Conference

Hotel Roanoke & Conference Center
August 23-25, 2006

Register Today!



Sponsored by:

Virginia Department of Aviation
Virginia Aviation Board
Virginia Airport Operators Council
Virginia Aviation Business Association



**Registration
Deadline:
July 24, 2006**

Exhibitor Registration

Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

**Registration
Deadline:
July 24, 2006**

